**LPG Minutes for Thursday, February 25, 2016 (4:15 - 4:30 p.m.) CO-420**

**Voting Members Present**: Chair: Christin Kromer (Park) (F), Robin Armour (M) Ruth Goodin (M), Erlinda Jones (F), Carla Rosas (M), Janice Townsend(F), Dave Wahl(M)

**Absent (excused):** Mike Becker (M), Courtney Diputado (Staff-Classified); Paula Gunder (Staff-F), Natalie Hannum (M), Janith Norman (F)

**Staff:** Mary Oleson (C), Hannah Tatmon, Classified Hourly-Student

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| **Topic/Activity** |
| 1. **Welcome and Review Agenda**   Christine Kromer, Chair, welcomed members to LPG. PDAC members are also on LPG. PDAC Classified Professionals have the option to stay for LPG but are not required to do so.  The Agenda was presented for approval. Robin Armour *made a Motion to approve the Agenda. Paula Gunder seconded the Motion. All were in favor and the Motion was approved to approve the Agenda for today’s meeting.*   1. **Review and Approval of 12-3-15 Minutes**   The Minutes of the 12-3-15 meeting were presented for review and approval.  Paula Gunder made a Motion to approve the Minutes. Carla Rosas seconded the Motion. All were in favor and the Minutes of the 12-3-15 meeting were approved.   1. **Membership**   Rosa Armendariz will be leaving LPG but will be remaining on PDAC. A replacement needs to be designated by Academic Senate.  Who is following up? |
| 1. Decision-making for the planning for Professional Learning-Flex week for fall, 2016 took place with the following items being addressed: 2. Added Variable Day: Monday, August 8, 2016 will be an added Variable Flex day to be included in the scheduling of Fall, 2016 Flex week. *Ruth Goodin made a Motion and Janice Townsend seconded the Motion to approve the added day. All were favor and the Motion was approved.* 3. Focused Flex Day: Members discussed and approved the scheduling of Focused Flex Day for Fall, 2016 Flex week.   Wednesday, August 10, was selected. *Janice Townsend made a Motion and Robin Armour seconded the Motion to add a Focused Flex Day. All were in favor and the Motion was approved.*  Potential topics for Focused Flex were discussed. Possibilities discussed included Data and Decision-making; Mindfulness, and community engagement. The committee will meet again on March 31 to vote on a topic.   1. Deadline for Flex proposals: Monday, April 11 at 12 midnight was selected as the deadline for flex proposals to be submitted to the Office of Equity/Institutional Advancement (Professional Development) Any proposals submitted after 12 midnight will be placed in the LPG review queue for workshops (Variable Flex) ***after Flex week has concluded.*** 2. *Number of facilitators for a workshop has a cap of (3) unless there are extenuating circumstances.* 3. College Departments closing for All College Day to allow all Classified to attend: Ruth Goodin will follow up with the College President and report back at the next meeting. 4. Departments with multiple proposals for flex workshops need to coordinate within their departments with regard to time and dates prior to submitting flex proposals. This requirement will be communicated in both the Call for Flex email and the Call for Flex form. 5. New Faculty Orientation: The date of the mandatory New Faculty Orientation will be added to the Flex form so that no proposals will be submitted that conflict with the Orientation. This information will be included on the Call for Flex email and form. 6. Themes/tracking: It was determined that theming would not take place for fall, 2016 flex but that aligning of the schedule by the LPG Chair/staff will take place to avoid difficult conflicts, when possible. 7. An evaluation feedback summary was submitted and reported out on for LPG review (Oleson). Feedback included: highly rated workshops; the need for repeating of specific workshops; All College Day; need to close Student Services for Classified attendance; areas of improvement needed; and other notable input was highlighted. 8. Call for Flex Proposal form: Are there future workshops/activities you would recommend? Can your workshop be developed into a theme or series or is it a one-time activity? 9. Add an option on the Call for Flex form for Saturday Department meetings (e.g. Aug. 6 for Welding and Voc Tech) 10. Department Meetings: While there was no official language found about Department meetings (state and local reviewed by Chair/Staff) being required to be scheduled on the afternoon of All College Day, previous administrators for the Flex schedule determined that Department meetings should be limited to two hours and would best be scheduled on the afternoon of All College Day. While in some instances, when adjunct faculty are encouraged or required to attend, evening department meetings can be scheduled. Language will be added to the form that specifies what constitutes a department meeting (e.g. Improvement to Instruction) 11. Late and Incomplete Call for Flex Proposals:   LPG determined that proposals are due at Midnight on Monday, April 11, 2016 for the fall, 2016 flex week. No incomplete proposals will be accepted. The LPG chair will review proposals for completeness prior to LPG review.   1. Clarification of terminology: “Flex” is used to indicate an activity is eligible for flex credit for faculty. Professional Learning-Flex week can be used to describe “Flex week”. LPG approves Flex credit eligibility for activities held during Flex week and during the semester when Flex credit is offered. Special Project forms can be submitted by individual faculty and used for Variable Flex credit with the signature approval of their Dean prior to commencement of the activity. Professional Learning workshops/activities can be posted to the District registration site by the designated site administrator/staff for LMC without LPG review; LPG review is required only when Flex credit is requested. 2. Data on whether a) Variable Flexes are up, and 2) Are more Classified attending workshops/activities would be useful and informative to LPG. 3. Are there any workshops that should be repeated? Yes. Smart Classrooms (Courtney/Rashaad) and Retention Alert (already underway). Christine will follow up with Courtney. It was noted that if a Flex workshop is approved for Prof. Learning/Flex week, then it is also approved for Variable Flex credit eligibility for the semester. 4. Tabled: Is there a limit on how many times (semesters) a workshop on assessment can be offered? In addition, discuss whether it is appropriate for faculty to receive flex credit for their assessment work or just for the dialectical dialogue that happens at the meetings? |
| 1. Next Meeting and Follow-up Items:   The next meeting is scheduled for March 31 instead of March 24 due to Spring break the week of March 21-25 (closed Friday March 25). Carryover items include “p) Assessment” above. |